

**Note:** Please Fill out Completely

U.S. Fish and Wildlife Service  
Department of the Interior  
FFS Vendor Updating Document  
**INTERNAL E-MAIL** - NBCDENVER ,ACHForm  
**EXTERNAL E-MAIL** - [ACHFORM@NBC.GOV](mailto:ACHFORM@NBC.GOV)

Date: \_\_\_\_\_ Attention: Shawn Becker (303) 969-5881  
Deb Kanaga (303) 969-7780 x6371  
To: U.S. Fish and Wildlife Service Leanne Ahuero (303) 969-7780 x2230  
National Business Center Kathy Bellis (303) 969-5876  
Fax: (303) 969-7281

From: \_\_\_\_\_ **Vend Type:**  
Fax: \_\_\_\_\_ (G) Federal Gov  
Phone: \_\_\_\_\_ (S) State Gov  
(N) Private Sector  
(E) Employee / Interns  
(V) Volunteer / Invitational Travelers

Vendor #: \_\_\_\_\_  
or (If already entered in FFS)  
Duns #: \_\_\_\_\_

**Vendors**

24 characters max per line including spaces

Vendor Name: \_\_\_\_\_

DBA: \_\_\_\_\_

(The name should be exactly as it was issued on your TIN / EIN)

**TIN / EIN #:** \_\_\_\_\_ **Required** or **SSN#:** \_\_\_\_\_ **Required**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Address Line 4: \_\_\_\_\_

City State Zip

**1099 Vendor:** Yes \_\_\_\_\_ No \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Employee / Volunteer / Interns**

24 characters max per line including spaces

**/ Invitational Travelers**

Employee Name: \_\_\_\_\_

(Name should be exactly as it appears on your Social Security Card)

**SSN #:** \_\_\_\_\_ **Required** **Home Org Code:** \_\_\_\_\_ **Required** (5 Digits)

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Address Line 4: \_\_\_\_\_

City State Zip

E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**ACH Bank Information (Required)**

Financial Institution Information

Check if new: \_\_\_\_\_

Waiver Requested \_\_\_\_\_ (to follow via fax) Account Type: Checking \_\_\_\_\_ Savings \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City State Zip

ACH Coordinator Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Nine Digit Routing Number: \_\_\_\_\_

Depositor Account Number: \_\_\_\_\_

Depositor Account Title: \_\_\_\_\_